



# CITY OF HOUSTON

## Job Posting

**Applications accepted**

**ALL INTERESTED PERSONS**

**Job Classification**

**ADMINISTRATIVE ASSISTANT**

**Posting Number**

**PN# 109643**

**Department**

**Health & Human Services Department**

**Division**

**Neighborhood Services**

**Section**

**Dental Health Bureau**

**Reporting Location**

**8000 N. Stadium Dr., 6<sup>th</sup> Floor**

**Workdays & Hours**

**M - F, 8 a.m. - 5 p.m.\***

**\*Subject to change**

**DESCRIPTION OF DUTIES**

Performs professional administrative functions related to the development and implementation of policies and procedures in the assigned department.

**CORE FUNCTIONS**

- Assists in the coordination of department staff services, such as, personnel, purchasing, office management, etc.
- Represents the Dental Bureau and School-Based Program at staff meetings; acts as liaison to designated private agencies and organizations.
- Prepares periodic and special reports; compiles information and maintains department reference information.
- Organizes inventorying, cataloging, retention and retrieval of Bureau documents.
- Drafts correspondence, reports and other documents, proofs/edits documents for accuracy, content and format.
- Interprets and implements basic rules, regulations, policies and procedures in day-to-day Bureau operations. Assists with Bureau budget preparation and monitoring. Performs other duties as requested.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

One year of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

- Minimum of two-year administrative/supervisory experience.
- Experience in grant writing.
- Fluent in Microsoft Office 2000.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☐ Yes ☒ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION**

**GENERAL FUNDED POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Salary Range - Pay Grade 17**

\$992 - \$1,817 Biweekly \$25,792- \$47,242 Annually

**OPENING DATE**

March 29, 2006

**CLOSING DATE**

April 11, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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